

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representativity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza, or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE : 10 May 2022, 15H45

NOTES : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A preentry certificate obtained

from the National School of Government (NSG) is required for all SMS applications. **Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.**

POST : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT X**
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REF NO: ASDPOS/KZN/04/2022 KWAZULU-NATAL
PROVINCIAL OFFICE

REF NO: ASDPOS/MP/04/2022 MPUMALANGA
PROVINCIAL OFFICE

SALARY : SALARY LEVEL 9 R382 245

CENTRES : **PUBLIC SERVICE COMMISSION KWAZULU-NATAL**
PROVINCIAL OFFICE, PIETERMARITZBURG AND
MPUMALANGA PROVINCIAL OFFICE, MBOMBELA

REQUIREMENTS : Ideal Candidate Profile: A National Diploma/Degree (New NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management and or Human Resources • 2-3 years' experience as a State Administrative Officer or equivalent experience in a related field, including in the private sector • Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations • Must be assertive, trustworthy, ethical and professional with integrity • Must have effective administrative, organizational and communication skills • Must be creative, motivated, self-driven, results-oriented and initiative • Ability to work both independently and as part of a team • Ability to work under pressure and maintain a high level of confidentiality • Must have commitment to transformation • An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery • An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs • Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: **Key Performance Areas:** Provide support in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments • Updating the grievances and complaints emanating from the Province • Collecting and forwarding the six-monthly grievance reports in terms of Rule I.1 of the Grievance Rules • Advocacy (i.e. Workshops in Grievance and other LR related Matters) • Research Project/s • Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional principles governing Public Administration • Research Projects • Advocacy in M&E and CVP Promotion Compiling section 196(4)(e) Report • Service Delivery Inspections • Monitoring of 30 Day Payment • Compiling bi-annual report in the implementation of the PSC recommendations • Investigating complaints lodged • Collating information relating to financial misconduct from the Provincial Departments and submit same to Head Office • Collating financial disclosure forms from the Provincial Departments and submit same to Head Office • Referral of cases emanating from the National Anti-Corruption Hotline to the SSC and follow-up on same • Ethics Research • Advocacy in Ethics

ENQUIRIES

: Ms Pumziwe Kwanini - KwaZulu-Natal Office
Ms Salome Meso – Mpumalanga Office

TEL:

: 033 345 9997 – KwaZulu-Natal Office
013 755 4070 – Mpumalanga Office